

Air Duct *Services* & Restoration

HVAC Cleaning * Mold Remediation
Flood & Fire Restoration

SERVICE PROPOSAL

Proposal Submitted to: **Pembroke Public Schools**
72 Pilgrim Road
Pembroke, MA 02339

Attention: **Erin Obey**
Superintendent

Phone Number: 781-829-0832

Email: erin.obey@pembrokek12.org

Job Name: **HVAC Remediation**

Service Location: **Hobomock Elementary School**
81 Learning Lane
Pembroke, MA

Date: September 26, 2023

General:

- a. The cleaning of air conveyance systems at the above location shall be performed by a member of the **NADCA Air Duct Cleaners Association (NADCA)**.
- b. Air Duct Services shall perform complete source removal duct cleaning in accordance with **NADCA Standard ACR 2021** and related **ASHRAE** standards.
- c. This project shall be supervised at all times by a technician who has been certified by **NADCA** as an **Air Systems Cleaning Specialist (ASCS)**.
- d. Air Duct Services will provide all tools and equipment necessary for completion of job.

Scope of Work (work to include, but is not limited to, the following components):

- a. Clean 1 existing RTU-2 located on the roof, work to include coil, blower and blower housing, filter section, supply and return plenums along with interior surfaces of the unit. After cleaning non-porous surfaces of the unit will be treated with Benefect disinfectant.
- b. Clean existing supply ductwork associated with the system serving the class rooms within the addition and a section of existing building. Work to include main trunks, risers and branch ductwork.
- c. Clean classroom exhaust ductwork within the same area of the building. Work to include main trunks, branch ductwork and risers. Clean 2 exhaust fans located on the roof.
- d. After cleaning of the ductwork treat ductwork with Benefect disinfectant.
- e. Remove clean and reinstall supply vents, diffusers and exhaust grilles associated with the systems.
- f. Turning vanes, splitters and dampers will be cleaned as part of the HVAC system.
- g. Prior to moving dampers for cleaning, positions will be marked and recorded, then returned to the same positions after cleaning.
- h. Isolation of ductwork will be used to ensure no recontamination of previously cleaned sections of ductwork.
- i. Clean 12 heat vents boxes 2 per classroom. Remove all vents and clean debris from interior of each heat vent box. Treat interior of each with Benefect disinfectant after cleaning.
- j. Work will consist of using a push-pull extraction system utilizing HEPA filtration collection systems (99.97% collection efficiency), cable powered rotary brush system, and direct contact to remove dirt, debris, and contaminants from systems.
- k. To ensure complete source removal access panels will be installed throughout systems in accordance with **NADCA Standard 05-2004** (Installation of Service Openings in HVAC Systems).
- l. **Responsibility to others will be to remove from service all inline smoke sensors during the cleaning process.**
- m. All work areas will be protected and debris removed on a daily basis.
- n. All work to be done during off hours Monday through Thursday.

Cleaning Assessment Reports:

- a. Daily reports will be provided to project manager.
- b. Any and all defects in the air conveyance system will be noted and reported to owner or representatives of owner.
- c. Upon completion of remediation a walk-through will be conducted to ensure quality of work and a final report will be issued.

Safety Procedures:

Air Duct Services provides the following programs/training in accordance with OSHA standards, for employees to utilize while on the job:

- 1) A Written Safety Program
- 2) Respiratory Protection
- 3) Personal Protective Equipment
- 4) Fall Protection
- 5) Chemical Hazard Communication
- 6) Safety Audits
- 7) Confined Space Entry
- 8) Controlling Electrical Hazards

Applicable Documents:

- d. EPA 400-1-91-033 Building Owners and Managers Guide for Building Air Quality
- e. NADCA ACR 2021 Assessment, Cleaning & Restoration of HVAC Systems
- f. NFPA 90A Air Conditioning Systems
- g. NFPA 90B Warm Air Heating and Air Conditioning
- h. ASHRAE 52-76 Air Cleaning Devices
- i. ASHRAE 62-89 Ventilation for Acceptable Indoor Air Quality
- j. ASHRAE 55-92 Thermal Environmental Conditions for Human Occupancy
- k. SMACNA Construction Standards (latest edition)
- l. NAIMA Cleaning Fibrous Glass Insulated Air Duct Systems
- m. ACGIH Bio-Aerosols Guidelines
- n. NADCA Standard 05-2004 Installation of Service Openings

Affiliations:

Air Duct Services follows in strict accordance with the standards of the following organizations of which it is an active member:

NADCA	(National Air Duct Cleaners Association)
IKECA	(International Kitchen Exhaust Cleaners Association)
MRA	(Massachusetts Restaurant Association)
RIA	(Restoration Industry Association)
IICRC	(Institute of Inspection, Cleaning and Restoration Certification)
IAQA	(Indoor Air Quality Association)

100 Messina Drive, Braintree, MA 02184
www.airductservices.com
New York

Boston

Washington, D.C.

Service Cost:

Complete Supply System.....	\$11,665.00
Addition Wing Only Supply System.....	\$ 6,485.00
Complete Exhaust System.....	\$ 6,540.00
Addition Wing Only.....	\$ 3,985.00
12 Vent Boxes 2 per class room.....	\$ 2,280.00

Kenneth Schaefer

Air Duct Services Authorized Signature

September 26, 2023

Date

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance